



"Inspiring a love of lifelong learning"

Headteacher: Mrs N Kelly

Deputy Headteacher: Mrs R Madar

Chair of Governors: Mr D Coleshill

Bury Avenue, Hayes, Middlesex, UB4 8LF T: 020 8845 1707 / 3473 e: office@charvilleacademy.org www.charvilleacademy.org

Dear Parents / Carers

17 March 2020

COVID-19 UPDATE

I am writing to update you on the measures we have put in place following the government announcement yesterday. All our decisions have been based on government and public health advice.

Staffing

Based on yesterday's announcement we can confirm that of yet we have **no tested or confirmed cases of COVID-19**. We have staff members self isolating based on own symptoms or symptoms of household members. In addition to this we have staff considered to be vulnerable and the decision has been made to support these staff in line with government guidelines and they have been sent home. At this stage we do have capacity based on pupil / staff ratio to remain open and this remains our priority.

Meals

Based on staffing we will, unfortunately, not be able to provide the spring term menu and as of tomorrow, all children in Reception, Year 1, Year 2 and children in KS2 currently eligible for free school meals, will be able to choose from a jacket potato with fillings or a sandwich option until further notice. All other families will need to provide their child with a healthy packed lunch.

Communication

Please support us with keeping the phone lines free with non-urgent enquiries that are not about absence by emailing us at office@charvilleacademy.org

After School Clubs

After school clubs (not CAST CLUB) will be cancelled from tomorrow. This affects football, ballet, cooking, gymnastics, dodgeball and performing arts. All affected parents / carers will be offered a reduced rate for the club of their choice when we reinstate this provision.

Attendance

What to do if your child is unwell

The NHS guidance is to stay at home if you have Coronavirus symptoms.

Stay at home for 14 days if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 to tell them you're staying at home. Testing for Coronavirus is not needed if you're staying at home.

Please do not send your child to school if they are displaying the symptoms above.

Scenario 1 - if your child has a new continuous cough or high temperature

- Please call **020 8845 1707 / 3473** or email office@charvilleacademy.org
- Your child should then stay at home for 14 days. We will mark them as absent for 14 days from the date of notification. **As your child is ill, no work will be set as they will need time to recover but there are links available on our website for home learning if you wish to use them.**

Scenario 2 - if your child visits Welfare and displays a new continuous cough or high temperature

- You will be called by Welfare and asked to collect your child from school as soon as possible and then they will remain off for 14 days.

Scenario 3 – if your child is not displaying symptoms but has been in close contact with a confirmed case of COVID-19 Coronavirus

- Please call **020 8845 1707 / 3473** or email office@charvilleacademy.org
- Your child should self-quarantine for 14 days as this represents the potential incubation period (the time it takes for symptoms to show if you have been infected).

Scenario 4 - for all non-related Coronavirus illnesses

- Please follow the normal procedures for notifying us of absence. However, please make it clear in your call that your child's absence is not related to COVID-19 Coronavirus.

Scenario 5 – your child is currently well, but has an underlying medical condition and you wish to keep them at home.

- Please call **020 8845 1707 / 3473** or email office@charvilleacademy.org to discuss your child's situation. We will be sympathetic to situations where there are genuine reasons for concern.

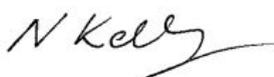
We are aware that some parents/carers are choosing to keep their children away from school even though they have no underlying conditions, no contact with any suspected Coronavirus cases, and no well-founded reason for any concern. In these situations, the school reserves the right not to authorise the absence. If you have any individual questions please email and we will respond as soon as possible.

Possible School Closure

In the event of a regrettable school closure based on government guidelines or staffing ratios work for children in Years 1 – 5 will be uploaded onto Class Dojo so please ensure that you have access to this. Work for Year 6 will be sent home as paper copies as their focus will be revision booklets. You will be informed by text, letter via email and the school website. Please ensure we have correct contact details in case we have to contact you.

Thank you in advance for your support and understanding during this challenging time.

Yours sincerely



MRS N KELLY
Headteacher